

CONFIDENTIAL
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 27 March 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 20 - 26 March 1956

1. Numbers in Clerical Induction Training. During the week of 20 March there were 34 people in Clerical Induction Training. At the same time last year there were 42.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 19 people for the week of 20 March. One year ago there were 21.

3. Typewriting Training at [] Building. Professional personnel from FDD/00 completed the seven-week typewriting training course offered at [] Building. Eighteen trainees registered for this course and seventeen completed it. [] the instructor, was impressed with the enthusiasm, diligence, and individual achievement.

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OTR/CT:MAH:dmg (27 March 1956)

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